

Dear Sir or Madam,

This letter is to serve as my formal recommendation for ### who has been my direct assistant and interpreter since March 2012 at CUMT. She has been interested in obtaining an XXX degree for a long time and I feel that she would be an excellent candidate for your esteemed program.

Her main task is to organize the exchange activities between University International EMBA students and students from CUMT as well as bridge the students from European and Americans to have a better understanding of China. At the same time, it also provided an opportunity for Chinese students to be exposed to foreign cultures and customs. All of these contributions were made by her outstanding bilingual communication ability and good master of English.

In addition, ### also showed a cross-cultural interpersonal skill by successfully receiving MBA students all over the world 7 times. As my assistant, she was also responsible for document translation and work as escort interpreter. During the time period of being my assistant, due to her professional effort and communication skills, she always work efficiently and effectively and seldom made mistakes. Therefore, I believe that such an excellent student like her would not dissatisfy you.

Though ### is my assistant, she is also in a leadership role. Many of her classmates ask her for advice and support. ### is always there for them and is quite comfortable in the role. I feel his budding leadership abilities will become even more effective in a XXX school.

For these reasons, I highly recommend Miss. Liu as a candidate for your XXX program. If you have any questions regarding Miss. Liu or this recommendation, please contact me.

Sincerely yours,

###

Full professor: (University name)

Address: ###

Tel: ###

Email: ###